

<b>Nutrition Services</b> <b>Department of State Health Services</b>
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Effective January 1, 2002

Policy No. IM:06.0

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## **Monitoring Storage of Vaccines**

### **Purpose**

To prevent loss of vaccine and to maintain vaccine at optimum efficacy.

### **Authority**

Recommendation for Handling & Storage of Selected Biologicals- Poster (Stock# 6-25) and Individual Vaccine Inserts

### **Policy**

WIC local agencies (LAs) who are contracted to provide on-site immunizations to WIC participants are responsible for being knowledgeable about vaccine storage requirements for all provided vaccines. Vaccines shall be maintained, handled, stored and shipped in accordance with state and federal requirements at each contracted WIC immunization site.

### **Procedures**

- I. The poster "Vaccine, Storage, and Handling Procedures" shall be prominently displayed close to the vaccine refrigerator at all immunization storage sites.
- II. Vaccines shall be maintained, handled, stored, and shipped according to the guidelines outlined on the poster, DSHS Disease Prevention and Intervention Unit policies and procedures, and appropriate vaccine insert.
- III. All refrigerators/freezers used for storage of vaccines shall have thermometers placed in the both the refrigerator and freezer sections. The monitoring and documentation shall be done on the C-105 (or similar form) at least once every workday. The temperature recordings

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shall be reviewed daily to ensure that proper temperatures are being maintained.

- IV. At the end of each month, the completed Temperature Recording Form C-105 (or similar form) shall be attached to the monthly vaccine report and submitted to the LA's local vaccine distributor and/or the DSHS Disease Prevention and Intervention Unit, Vaccine Accounting Branch.
- V. Refrigerators shall have a separate freezer and refrigerator section (over/under, side by side) and shall be a minimum of 14 - 18 cubic feet. Dorm size (compact refrigerators) shall not be used for general storage of vaccines. Compact refrigerators or ice chests may be used for temporary storage (less than one day) at mobile or satellite clinics.
- VI. In the event of a power failure or malfunction in the refrigerator you shall:
  - A. Record the temperature on the Temperature Recording form C-105 (or similar form) along with the time of day with an explanation of the problem in the comments section.
  - B. Immediately arrange for refrigeration of vaccines.
  - C. Contact the agency's vaccine distribution sources, (the local vaccine distributor and the DSHS Disease Prevention and Intervention Unit). Do not throw away any vaccine unless instructed to do so by the DSHS Disease Prevention and Intervention Unit. (Most vaccine will be returned by Austin to the manufacturer for credit of the federal excise tax.)